

	CHAPTER/SUB CHAPTER	Total Present / 60 (%)	DATE		ABSENTEES:
Meeting No: 4	Delhi Chapter	Mr. Aneesh Kadyan, Mr. Gaurav Vasudev, Mr. Subir Das, Mr. Pradeep Dua, Mr. V.B. Lal, Mr. Sandeep Kohli & Mr. Ashish Gupta	9th June 2016		Mr. Jagdeep Singh, Mr. Manish Bhatia, Mr. Siddharth Juneja, Mr. Ajay Raj, Mr. Braj Srivastav, Mr. V.K. Seth
Time	Start time: 18:30 Hrs				
	End time: 20:00 Hrs	Total Present 7 / (%)			Society Business Hours spent : 1:30 Hrs
Next Meeting	23rd June 2016	Last MOM Proposed by : Mr. Sandeep Kohli Seconded by : Mr. Gaurav Vasudev			Total Cumulative Business Hours spent for Society year 2016-17: Hrs
	<u>General Points</u>	<u>Special Invitee:</u>			
	President requested Robert Rule to be followed during the meeting				
	President DCI Preside the meeting				
SI No.	Point	Conclusion	Action By	Due Date	Remarks
1.0	Date & venue of Ventconf has been finalized as 25th November 2016. Venue will be India Habitat Centre, Lodhi Road		Vikram Maini	ASAP	
2.0	DCI will do mass mailing inhouse which will be quite effective and reasonable. Vikram Maini will check the rates from Juvlon team and inform the DCI president & chair accordingly.		Vikram Maini	14th June	
3.0	DCI Accountant Chandan was instructed to release all the pending payments of Urjavarani lying in DCI account by 25th June 2016. He was also advised to take the first approval and sign from treasurer of all the payments to be release before serving for signature in front of other signatories.		Chandan Kumar	25th June	
4.0	As there are lots of complications in Accounts, President DCI advised to call C.A. for next DCI CWC meeting to resolve all the statutory compliance of accounts.		Vikram Maini	Before next CWC meeting	
5.0	As per the discussion held in the meeting, DCI will conduct its AGM separately. President put forward his suggestion to conduct AGM during day time alongwith lunch with one technical session. Final date will be finalized by President DCI.		Aneesh Kadyan	ASAP	
6.0	Coordinator Job junction shows his serious concern the way Job Junction was held last year. Most of the companies have still not provided the offer letter to the selected candidates. President DCI ensure that this year it will be done in a more organized manner so that Companies & student members will get benefited by this. President DCI advise Vikram Maini to depute Arvind & Purnima Sharma from secretariat for backend support for job junction in supervision with executive secretary				

7.0	DCI president advised to conduct one program each month. He requests Program Chair to finalize the date, topic & speakers of all upcoming workshop to be conducted by DCI.	Pradeep Dua	Before next CWC meeting	
8.0	Common sponsor will be search who will sponsor all the upcoming events of DCI. Marketing chair will help in designing the marketing tool to get few sponsors on board and also to promote other upcoming events of DCI.	Sandeep Kohli	ASAP	
9.0	President DCI requests all CWC members to help in getting one company for Product Presentation. Few CWC members ensure that they will soon get one or two companies on board for product presentation. Vikram Maini will circulate the formal letter between all CWC members to be send to prospective companies for Product Presentation	Vikram Maini	ASAP	
	Conclusion	Meeting concluded by 20:00 HRS with vote of thanks by President		